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State Agencies
Idaho, Utah, and Nevada

November 29, 2011

To: Agency Administrators, Fire Management Officers, Dispatch
Center Managers and Incident Management Team Members

From: /s/ Sue Stewart, Chair Great Basin Coordinating Group

Subject: Incident Management Team Nominations

Due Date: January 6th, 2012

Nominations for Great Basin Incident Management and Rocky Basin Buying Teams are now open and will be done using the electronic application process found at the IMT Center. The website is located at <http://www.imtcenter.net> or can be reached through links on the Eastern or Western Great Basin web site under overhead. All nominations need to be completed by January 6th 2012. The nomination system will remain open until positions on teams are filled. Applicants will need to know names and correct email addresses of their supervisor, incident qualifications manager and agency representative who's information is listed below. Supervisors will approve or deny the nomination and incident qualification managers will certify qualifications. Nominees will be able to apply to multiple positions, as trainees, fully qualified or as a mentee.

Selection: It is recommended that the following positions be filled by current agency employees: Incident Commander; Finance Section Chief; Procurement Unit Leader; Compensation/Claims Unit Leader; and Compensation Specialist.

Nominations will be accepted for Type 2 Incident Commanders and trainees during this nomination period. Any nominations received will need to be approved through the Great Basin Coordinating Group.

All candidates for S-520 and S-420 must perform as a trainee (task book initiated) on a Type 1 (for S-520) or Type 2 (for S-420) prior to attending the course.

A change for 2012 is that **AD's and trainees** will need to apply annually. If there is an agency resource who is available for a position that is held by an AD, the AD may be replaced by the regular agency resource. As a trainee is signed off and certified that trainee will be first considered for a qualified position within the Great Basin IMT's.

The attached schedule and guidelines will be used for the selection of all positions on Great Basin Incident Management Teams.

If you have any questions, please call your Agency Representative or the Chair of the Great Basin Operations Committee, Paul Petersen at 775-861-6670.

Type 1 , Type 2 and Buying Team Recruitment and Nomination Process Guidelines.

1. **First week of September:** A recruitment notice will be sent out for IC, Deputy IC and IC trainee.
2. **Mid-October:** Nominations for IC's, Deputy IC's and IC trainees due to respective Geographic Area Coordination Center. Concurrently, a recruitment notice will be sent out for all other team member positions.
3. **End of October:** Rocky Basin Incident Business Committee coordinates with the IC's and GB Ops to identify priority finance trainees.
4. **November :** GB Ops will forward IC recommendations to GBCG for approval.
5. **Mid-December:** All other team nominations due to Agency Representatives.
6. **Mid-January:** List of verified nominees are sent to Eastern Great Basin Coordination Center and posted on website.
7. **Early February:** GB Ops and IC's select IMT members and RB Incident Business establish Buying Teams.
8. **After Selection Meeting:** IC's will notify team members of selection and call out rotation, which will be in effect for the next Team Rotation. Rosters posted to GACC websites.
9. **Early April:** Annual Team Meeting.

Agency represenatives are as follows:

AGENCY	NAME	NUMBER	EMAIL
AZ Strip	Mark Rosenthol	435-688-3350	mrosenth@blm.gov
BIA	Kirby Arrive	435-722-2593 or 435-722-4353	karriave@ubtanet.com
BLM-ID	Steve Banks	208-373-3855 or 208-373-3850	sfbanks@blm.gov
BLM – NV	Paul Petersen	775-861-6507 or 775-530-1947	ppeterse@blm.gov
BLM-UT	Sheldon Wimmer	801-539-4091 or 801-550-9856	swimmer@blm.gov
FWS	Tracy Swenson	435-734-6449	tracy_swenson@fws.gov
NPS	Chip Collins	307-739-3310 or 307-739-3325	chip.collins@nps.gov
Out of Area	Dave Curry	801-531-5320 or 801-531-5321	dcurry@blm.gov
*State of ID	Tom Paulson	208-666-8652	tpaulson@idl.idaho.gov
*State of NV	Mike Klug	775-684-2500 ext 241 or 775-721-6378	mklug@forestry.nv.gov
*State of UT	Shane Freeman	801-538-5501	shanefreeman@utah.gov
USFS	Beth Lund	801-625-5513	elund@fs.fed.us

If you have any questions, please reference the Team Operating Plan in the Great Basin Mobilization Guide (Supplement 1) and the Eastern and Western Great Basin Coordination Centers websites (<http://gacc.nifc.gov/egbc/index.htm>, <http://gacc.nifc.gov/wgbc/>).

***Includes Local and County Fire Departments**

Great Basin Incident Management Team Electronic Application Instructions

Please read each instruction as you go throughout the application process! If you need additional assistance, please contact Eastern Great Basin Coordination Center.

1. Go to the website: <http://www.imtcenter.net>
2. Click on “Team Vacancies (Beta Test)” on the left hand side of the screen.
3. When searching for positions to apply for, especially when applying for more than one position, be sure to scroll the entire screen. Positions are often listed in the order they were entered and not necessarily grouped alphabetically or by team.

There are 3 ways to search for open positions:

- By GACC (if East Basin is selected, every vacancy on all Great Basin IMT’s will be listed)
 - ***use this if applying to different positions on more than one team***
 - By Position (lists that position vacancy on all IMT’s nationwide)
 - ***use this if applying to the same position on one or more teams***
 - By Team (lists all vacancies on the team selected)
 - ***use this if applying to one or more positions on the same team***
4. Once all boxes are checked for positions you want to apply for, select the “apply to selected positions” link at the bottom of the page.
 5. If applying to more than one position, you must then select your priority order in which you want to be considered for each vacancy. Then select “Continue” twice.
 6. Enter the required information in the application form:
 - Name, agency, address, contact information, etc
 - **Select “No” when asked if “currently a member of a team”** (members have to apply annually so the answer to this question is no)
 - Answer if you are a seasonal or AD
 7. Enter supervisor’s name, phone, and email address (supervisor will receive an email and will approve or deny your application to the IMT)
****AD’s should enter the local unit FMO as the supervisor** (if you are unsure who this is, call your local dispatch center)**
 8. If USFS, enter your Line Officer name, phone, and email address (will give approval after supervisor and qualifications approvals are confirmed).
 9. Enter Coordinator (Qualifications/IQCS/IQS) name, phone, and email address (qualifications coordinator will receive an email and will approve or deny your application to the IMT. **If you are unsure who this is, call your local dispatch center**)
 10. Do not check the box “This team is located in my state”.
 11. Check whether or not the Team applying for is located in my GACC. This will be checked for all applicants except for those applying to a GBA IMT from out of area.
 12. Make a selection in the drop down menu indicating which capacity (fully qualified, trainee, 520 candidate, etc) you are applying for.
 13. Enter your agency Operations Group Representative name, phone, and email address
 14. Enter your relevant experience (required).
 15. Enter any other qualifications and or experience (optional)
 16. Select the “Terms of Agreement” check boxes (all 4).
 17. Select “Submit my application”
 18. Print your “receipt”.
 19. Exit the site.

If there are any questions regarding the IMT Electronic Application contact Jana Barabochkine 801-531-5320